Phonics Year 1 & Year 2 retakes

Data Submission
User Manual 2014

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Contact Details

If you have any problems with the submission of this return, please do not hesitate to contact any member of the Performance and Intelligence Team on the following telephone numbers:

01634 331048
01634 338183
01634 337088

Alternatively please email maninfo@medway.gov.uk

Version Log

Version Number	Version Date	Created/Amended/ Updated By	Amendments/ Updates
1.0	21-05-14	H.Partridge	-

Assessment Manager

Please note that you need to have at least version **7.156** (Spring 2014 SIMS Upgrade) to run this return.

To check which version you are currently on, open SIMS and on the menu bar select **Help** / **About SIMS**. If you do not have the correct version, your SIMS will need to be upgraded before you start this return.

As last year there are two Phonics Wizards available, one for Year 1 and another for Year 2 (retakes only). Phonics scores will have to be entered into both Wizards and a single CTF created (containing all of Year 1 and Year 2 pupils) for submission to Performance and Intelligence (C&A).

1. User Defined Groups

These are used when you have pupils who are eligible for Year 1 Phonics, but who are not marked as being in Year 1 (or Year 2 if applicable).

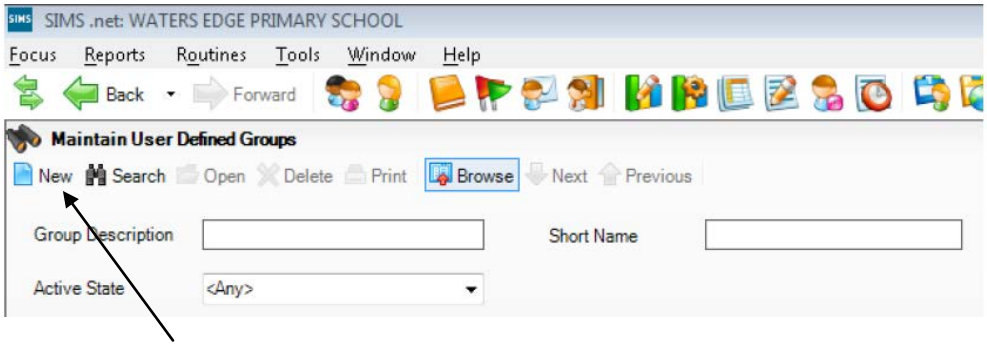
A group will need to be set up to **include** any pupils who may have left your school **after** they took the Phonics Screening check. A group will also need to be set up to **exclude** any pupils who may have joined your school **after** the Phonics Screening Check week.

Please Note - all pupils who take the screening check in your school must have their result submitted.

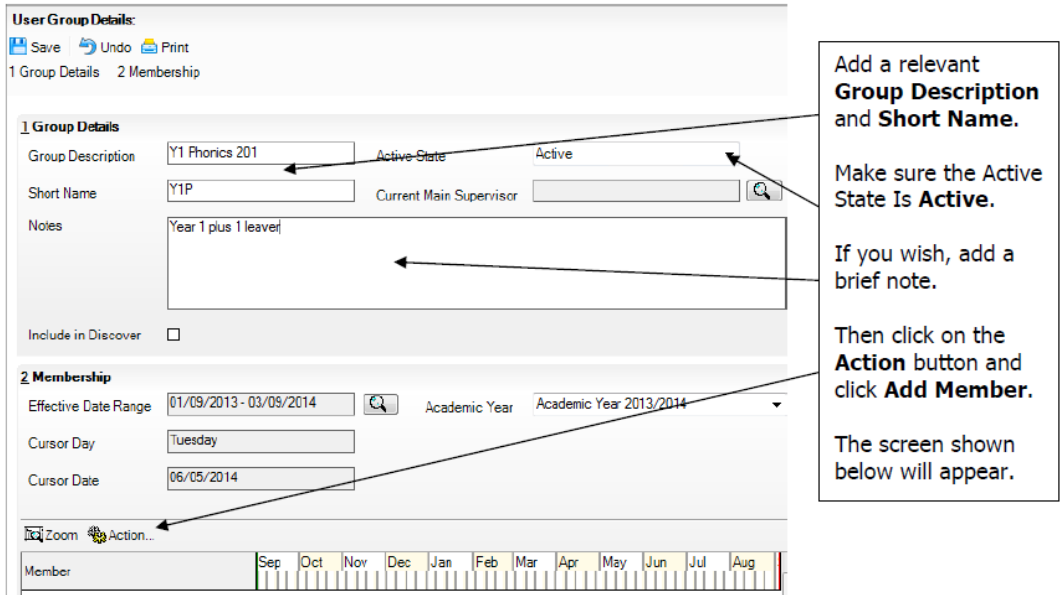
If neither of these points applies to your school, skip to Section 2 - Downloading the Phonics Wizards (AMPA folder).

Otherwise, please follow the guidance below.

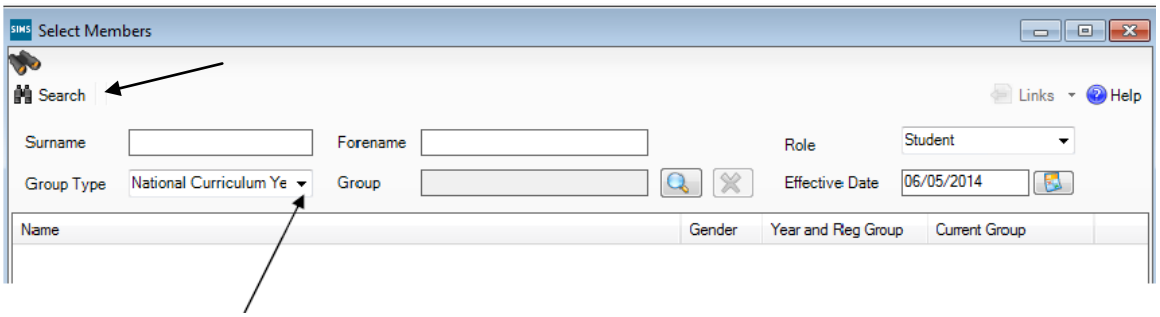
Go to **Focus** / **Groups** / **User Defined Groups** and the following screen will appear:


SIMS .net: WATERS EDGE PRIMARY SCHOOL
Focus Reports Routines Tools Window Help
Back Forward
Maintain User Defined Groups
New Search Open Delete Print Browse Next Previous
Group Description
Short Name
Active State
<Any>

Click on the **New** button and the screen below should appear:

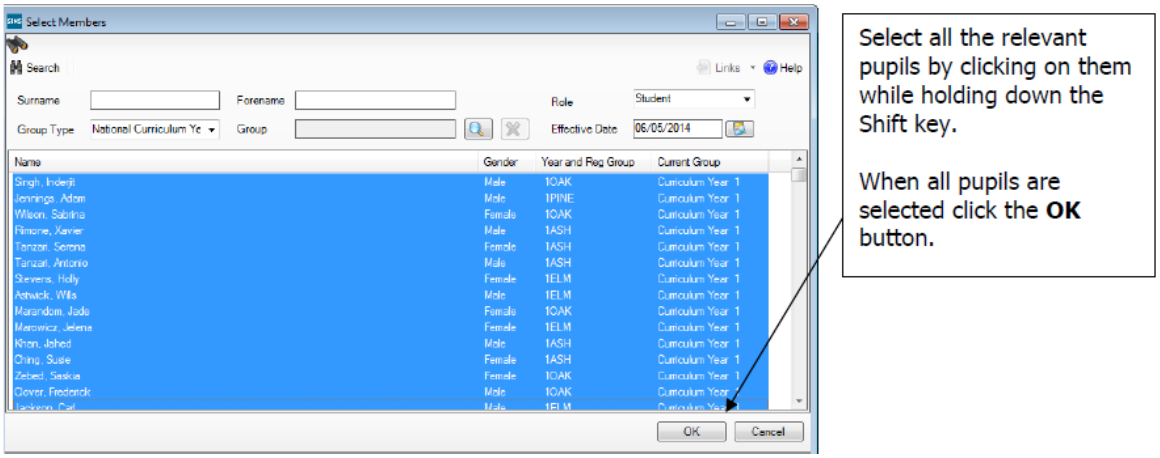


The next screen will then be the Select Members screen:

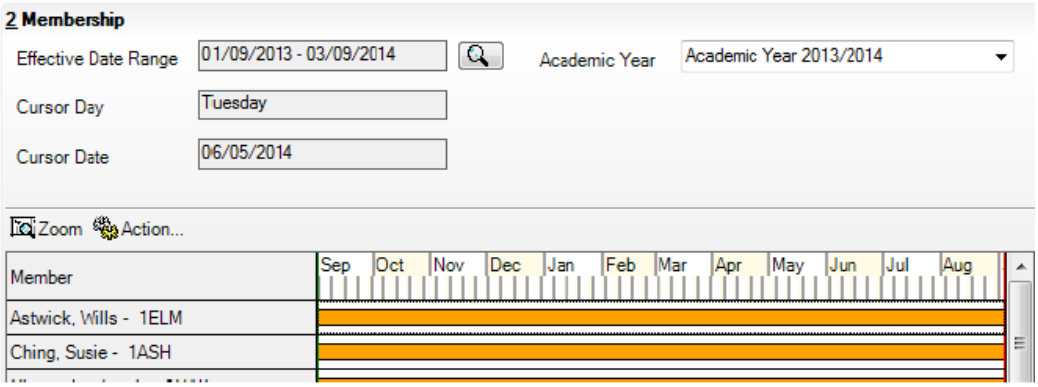


Change the **Group Type** filter to National Curriculum Year, then click **Search.** All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together click on the **Current Group** header. This will sort the pupils by year group as shown below:

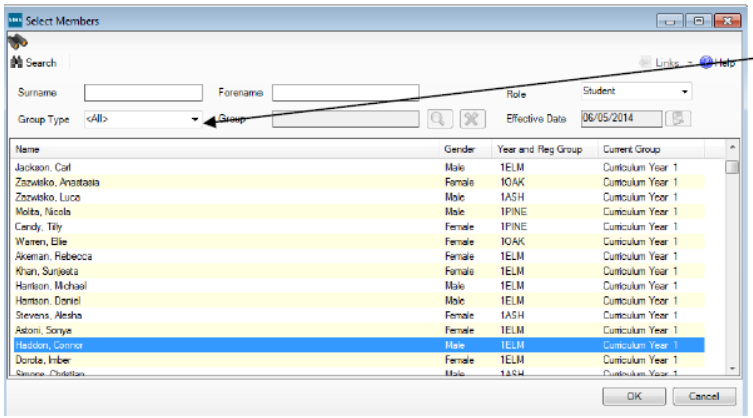


You will be returned to the Membership screen which has now been populated with the selected pupils as shown below:



If you need to add a pupil to the group who has left, click the **Action** / **Add Member** button again.

You will be returned to the Select Members screen:



Change the Group Type filter to **All**, then click **Search.**

Find the relevant pupil/s on the list – click to highlight, then click on **OK** when finished.

You'll be returned to the Membership screen where all chosen pupils will be displayed.

The membership panel should now be completed with your current Year 1 pupils and any other pupil selected within the previous step.

Click on the **Save** button near the top of the screen and **Close**.

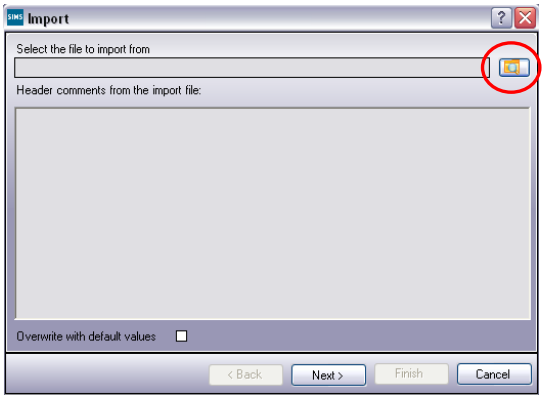
2. Downloading the Phonics Wizards (AMPA folder)

All Key Stage Wizards will be imported on to your system when you install the 7.156 release Spring upgrade.

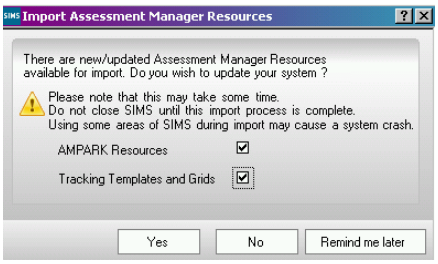
If you have any problems with the AMPA files please contact the EIS Helpdesk on 01622 672779.

3. Importing the Phonics Wizard into Assessment Manager

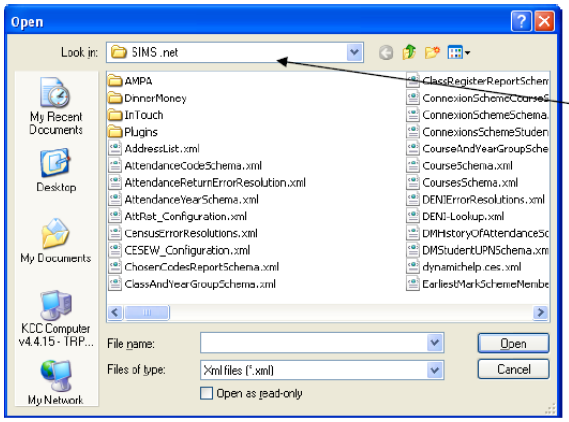
Go to **Routines** / **Data in** / **Assessment** / **Import** and the following screen will appear:



Please Note –
If the screen below appears select as appropriate.
If you have any problems contact EIS on 01622 672779 or by emailing eis.support@kent.gov.uk


Import Assessment Manager Resources
There are new/updated Assessment Manager Resources available for import. Do you wish to update your system ?
Please note that this may take some time.
Do not close SIMS until this import process is complete.
Using some areas of SIMS during import may cause a system crash.
AMPARK Resources
Tracking Templates and Grids
Yes
No
Remind me later

Select the magnifying glass and the following screen below should appear:



The system should default to your **SIMS.net** folder as shown.

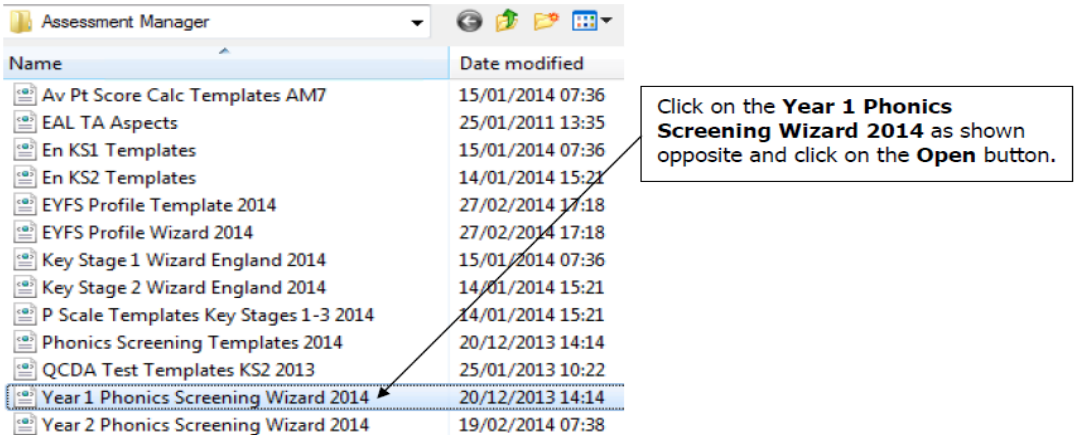
If it does not, you will need to navigate to it by clicking on the arrow by the Look in box.

It is normally located at C:\Program Files\SIMS\SIMS.net

Select the **AMPA** folder. Double click on this and then open the following folders in succession:

- **England Primary (and Middle Deemed Primary)**
- **Assessment Manager**.

Once the Assessment Manager folder is open, all related Wizards will be displayed as seen below:


Assessment Manager
Name
Date modified
Av Pt Score Calc Templates AM7 15/01/2014 07:36
EAL TA Aspects 25/01/2011 13:35
En KS1 Templates 15/01/2014 07:36
En KS2 Templates 14/01/2014 15:21
EYFS Profile Template 2014 27/02/2014 17:18
EYFS Profile Wizard 2014 27/02/2014 17:18
Key Stage 1 Wizard England 2014 15/01/2014 07:36
Key Stage 2 Wizard England 2014 14/01/2014 15:21
P Scale Templates Key Stages 1-3 2014 14/01/2014 15:21
Phonics Screening Templates 2014 20/12/2013 14:14
QCDA Test Templates KS2 2013 25/01/2013 10:22
Year 1 Phonics Screening Wizard 2014 20/12/2013 14:14
Year 2 Phonics Screening Wizard 2014 19/02/2014 07:38
Click on the Year 1 Phonics Screening Wizard 2014 as shown opposite and click on the Open button.

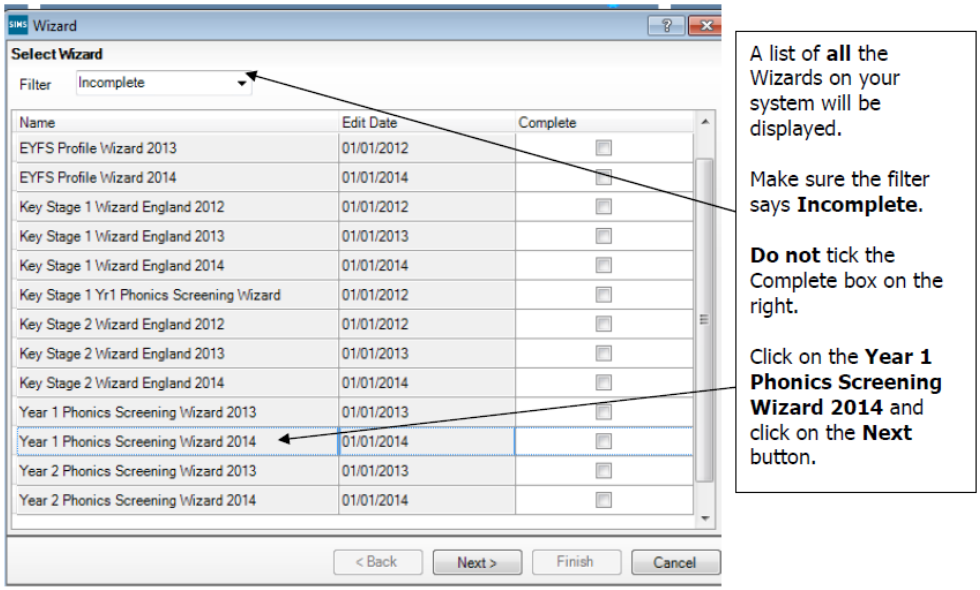
The import screen will be shown. Make sure that the "**Overwrite with default values"** box at the bottom is ticked and then click **Finish** followed by **Yes** to start the import. Make sure the Log states that all items were successfully imported. Finish by selecting **Close**.

You will now need to follow Section 3 Importing the Phonics Wizard into Assessment Manager again, this time clicking on Year 2 Phonics Screening Wizard 2014.

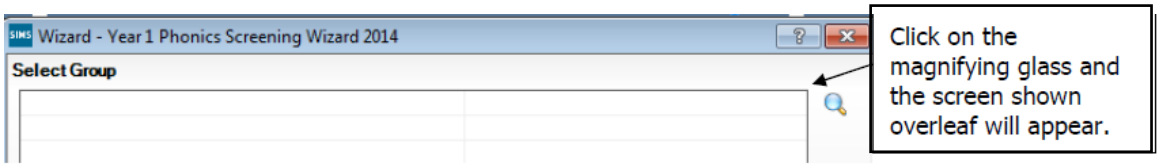
4. Running the Years 1 Phonics Wizard

Go to **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear:

N.B. If you have imported previous wizards they will also appear in the list but can be excluded from future views by filtering on Incomplete.

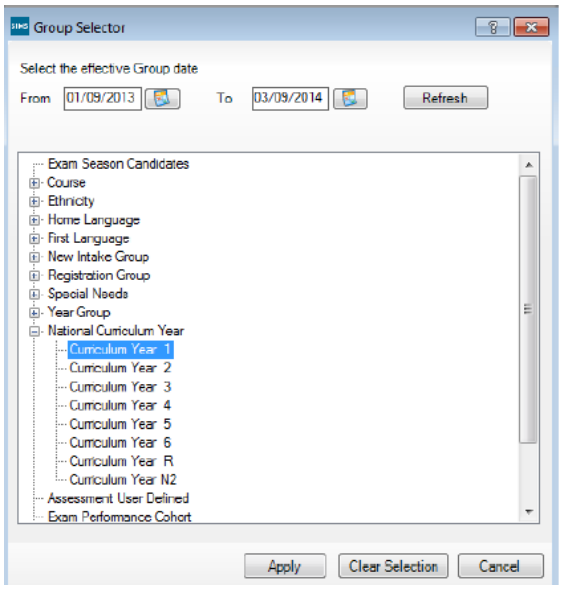

Wizard
Select Wizard
Filter
Incomplete
Name
Edit Date
Complete
EYFS Profile Wizard 2013 01/01/2012
EYFS Profile Wizard 2014 01/01/2014
Key Stage 1 Wizard England 2012 01/01/2012
Key Stage 1 Wizard England 2013 01/01/2013
Key Stage 1 Wizard England 2014 01/01/2014
Key Stage 1 Yr1 Phonics Screening Wizard 01/01/2012
Key Stage 2 Wizard England 2012 01/01/2012
Key Stage 2 Wizard England 2013 01/01/2013
Key Stage 2 Wizard England 2014 01/01/2014
Year 1 Phonics Screening Wizard 2013 01/01/2013
Year 1 Phonics Screening Wizard 2014 01/01/2014
Year 2 Phonics Screening Wizard 2013 01/01/2013
Year 2 Phonics Screening Wizard 2014 01/01/2014
< Back
Next >
Finish
Cancel
A list of all the Wizards on your system will be displayed.
Make sure the filter says Incomplete.
Do not tick the Complete box on the right.
Click on the Year 1 Phonics Screening Wizard 2014 and click on the Next button.

You then need to select a group of pupils to work with.


Wizard - Year 1 Phonics Screening Wizard 2014
Select Group
Click on the magnifying glass and the screen shown overleaf will appear.

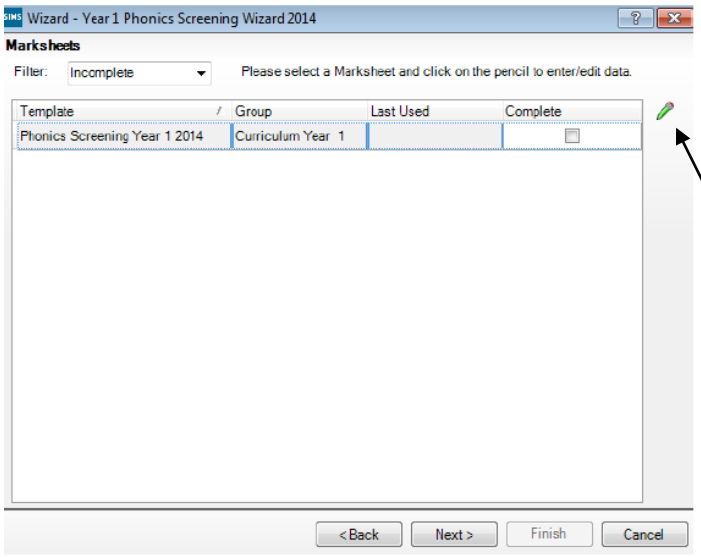
If you created a User Defined Group in Section 1, click on the **+** symbol next to **User Defined Groups** category and a list of Groups is displayed. Click on the name of the group you set up e.g. **Yr1 Phonics 2014** and click on the **Apply** button.

If you did not create a User Defined Group, click on the **+** symbol next to **National Curriculum Year** category. Select **Curriculum Year 1** then click **Apply**.



You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below:



There is only **one** statutory marksheet that schools need to complete for Year 1:

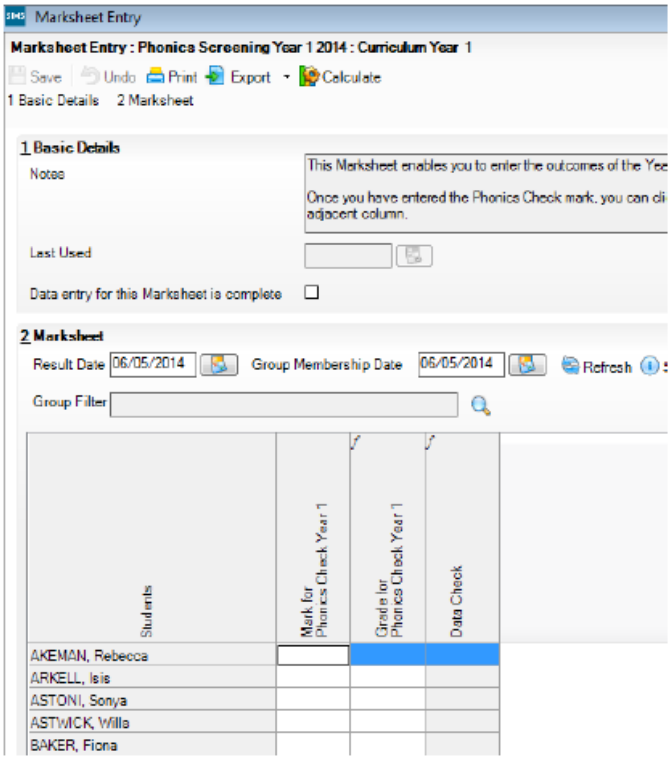
Phonics Screening Year 1 2014

Click on the name of the marksheet to select and then click on the **Edit Marksheet** button.

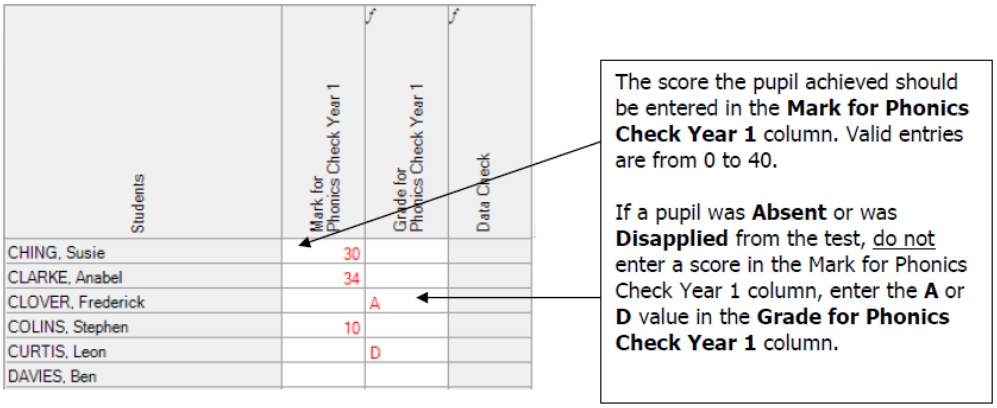
The marksheet will be displayed as shown overleaf.

5. Entering the Year 1 Results on the Marksheet

The marksheet will now be displayed as below:



You can now start entering the Year 1 Phonics screening scores for each pupil.


Students
Mark for Phonics Check Year 1
Grade for Phonics Check Year 1
Data Check
CHING, Susie 30
CLARKE, Anabel 34
CLOVER, Frederick A
COLINS, Stephen 10
CURTIS, Leon D
DAVIES, Ben
The score the pupil achieved should be entered in the Mark for Phonics Check Year 1 column. Valid entries are from 0 to 40.
If a pupil was Absent or was Disapplied from the test, do not enter a score in the Mark for Phonics Check Year 1 column, enter the A or D value in the Grade for Phonics Check Year 1 column.

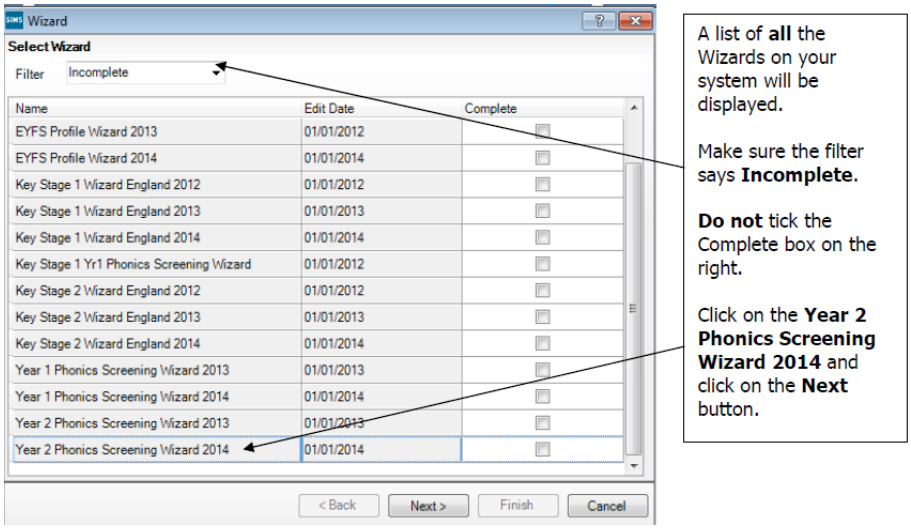
Once all results have been input click the **Save** button at the top of the screen. This will calculate the **Grade for Phonics Check Year 1** column and validate the data. Make sure that the data check column has **OK**, **Save** and **Close**.

Check whether you have any missing results. You must resolve any Missing Entries before returning your data to us. Once you have resolved any missing marks or errors, click **Calculate / Save / Close**.

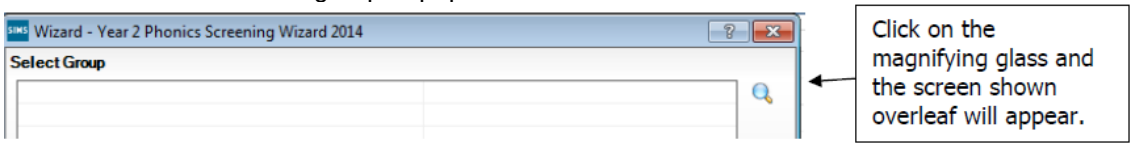
You now need to enter the scores for your Year 2 pupils retaking the Phonics test.

6. Running the Year 2 Phonics Wizard

Go to **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear:

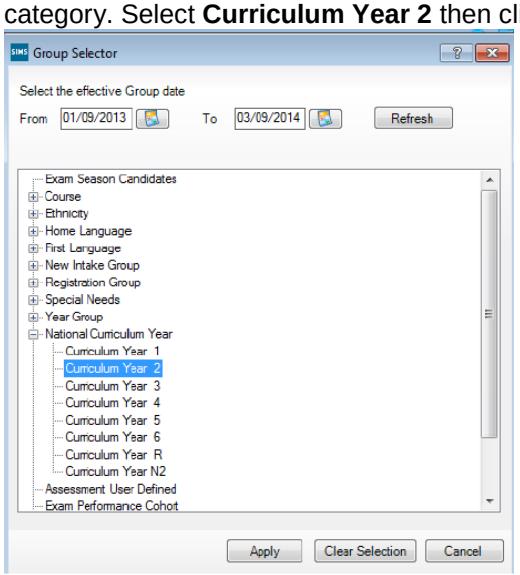

Wizard
Select Wizard
Filter
Incomplete
Name
Edit Date
Complete
EYFS Profile Wizard 2013
EYFS Profile Wizard 2014
Key Stage 1 Wizard England 2012
Key Stage 1 Wizard England 2013
Key Stage 1 Wizard England 2014
Key Stage 1 Yr1 Phonics Screening Wizard
Key Stage 2 Wizard England 2012
Key Stage 2 Wizard England 2013
Key Stage 2 Wizard England 2014
Year 1 Phonics Screening Wizard 2013
Year 1 Phonics Screening Wizard 2014
Year 2 Phonics Screening Wizard 2013
Year 2 Phonics Screening Wizard 2014
01/01/2012
01/01/2014
01/01/2013
< Back
Next >
Finish
Cancel
A list of all the Wizards on your system will be displayed.
Make sure the filter says Incomplete.
Do not tick the Complete box on the right.
Click on the Year 2 Phonics Screening Wizard 2014 and click on the Next button.

You then need to select a group of pupils to work with.


Wizard - Year 2 Phonics Screening Wizard 2014
Select Group
Click on the magnifying glass and the screen shown overleaf will appear.

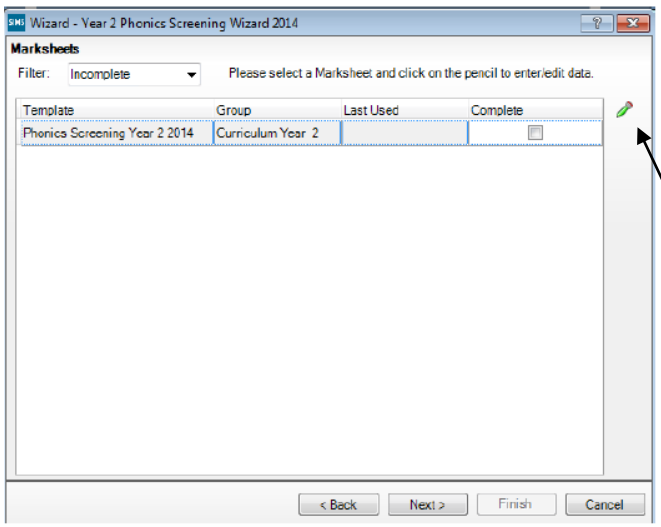
If you created a User Defined Group in Section 1, click on the **+** symbol next to **User Defined Groups** category and then on the name of the group you set up e.g. **Yr2 Phonics 2014** and click the **Apply** button.

If you did not create a User Defined Group, click on the **+** symbol next to **National Curriculum Year** category. Select **Curriculum Year 2** then click **Apply**.



You will be returned to the Wizard screen where your selected group will now be displayed.
Click on the **Next** button.

The list of available marksheets will be displayed as shown below:

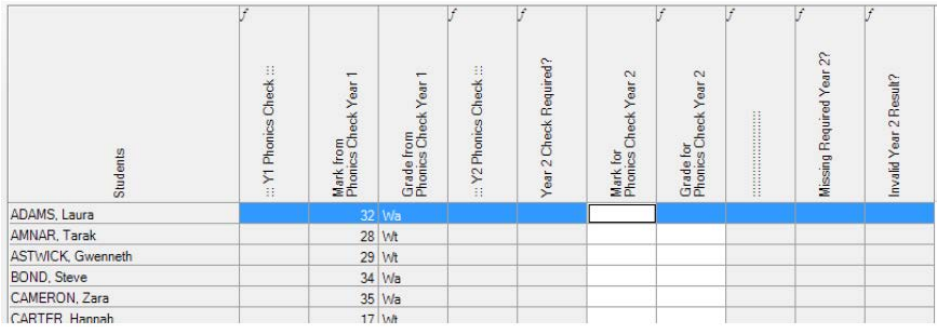


There is only **one** statutory marksheet that schools need to complete for Year 2:

Phonics Screening Year 2 2014

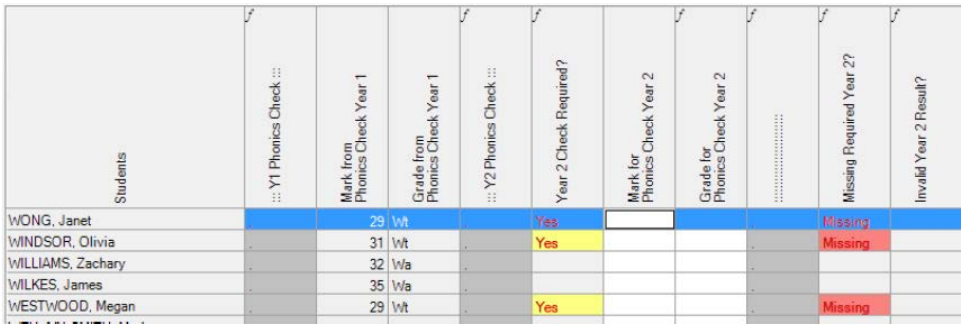
Click on the name of the marksheet to select and then click on the **Edit Marksheet** button.

The marksheet will be displayed as shown overleaf.



Students	::: Y1 Phonics Check :::	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	::: Y2 Phonics Check :::	Year 2 Check Required?	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	:::::::::::::::	Missing Required Year 2?	Invalid Year 2 Result?
ADAMS, Laura		32	Wa							
AMNAR, Tarak		28	Wt							
ASTWICK, Gwenneth		29	Wt							
BOND, Steve		34	Wa							
CAMERON, Zara		35	Wa							
CARTER, Hannah		17	Wt							

Once the marksheet is open, click the **calculate** button. This will then highlight the Year 2 pupils who need to retake the test (pupils with **Wt, D** or **A**), as shown below:

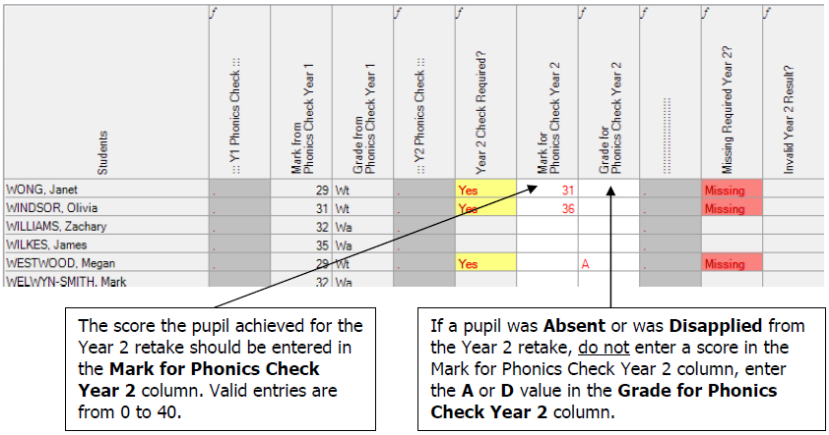


Students	::: Y1 Phonics Check :::	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	::: Y2 Phonics Check :::	Year 2 Check Required?	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	:::::::::::::::	Missing Required Year 2?	Invalid Year 2 Result?
WONG, Janet		29	Wt		Yes				Missing	
WINDSOR, Olivia		31	Wt		Yes				Missing	
WILLIAMS, Zachary		32	Wa							
WILKES, James		35	Wa							
WESTWOOD, Megan		29	Wt		Yes				Missing	

Once you are sure that you know all the pupils you need to enter a score for , you can start entering the Year 2 Phonics Screening scores for them.

7. Entering the Year 2 Results on the Marksheet

The marksheet will now be displayed as below:

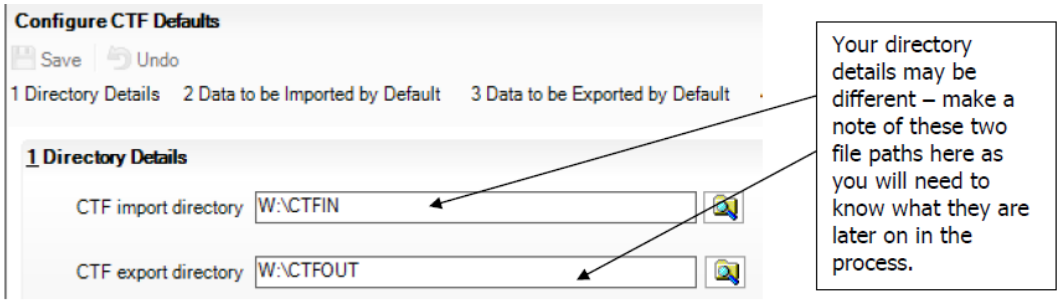

Students
Y1 Phonics Check
Mark from Phonics Check Year 1
Grade from Phonics Check Year 1
Y2 Phonics Check
Year 2 Check Required?
Mark for Phonics Check Year 2
Grade for Phonics Check Year 2
Missing Required Year 2?
Invalid Year 2 Result?
WONG, Janet 29 Wt Yes 31 Missing
WINDSOR, Olivia 31 Wt Yes 36 Missing
WILLIAMS, Zachary 32 Wa
WILKES, James 35 Wa
WESTWOOD, Megan 29 Wt Yes A Missing
WELWYN-SMITH, Mark 32 Wa
The score the pupil achieved for the Year 2 retake should be entered in the Mark for Phonics Check Year 2 column. Valid entries are from 0 to 40.
If a pupil was Absent or was Disapplied from the Year 2 retake, do not enter a score in the Mark for Phonics Check Year 2 column, enter the A or D value in the Grade for Phonics Check Year 2 column.

Once all results have been input click the **Save** button at the top of the screen. This will calculate the **Grade for Phonics Check Year 2** column and validate the data. Make sure that the data check column has **OK**, **Save** and **Close**.

Check whether you have any missing results. You must resolve any Missing Entries before returning your data to us. Once you have resolved any missing marks or errors, click **Calculate / Save / Close**.

8. Creating an XML (CTF) in SIMS

Go to **Tools / Setups / CTF** and the following screen will appear:


Configure CTF Defaults
Save
Undo
1 Directory Details
2 Data to be Imported by Default
3 Data to be Exported by Default
1 Directory Details
CTF import directory
W:\CTFIN
CTF export directory
W:\CTFOUT
Your directory details may be different – make a note of these two file paths here as you will need to know what they are later on in the process.

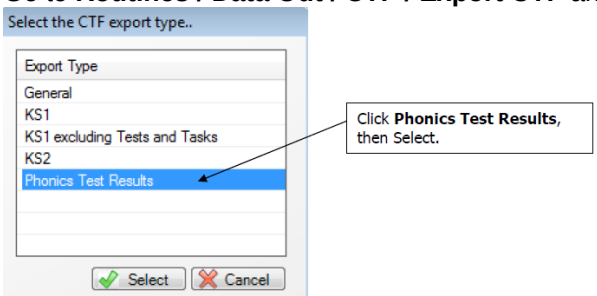
CTF Import Directory _____

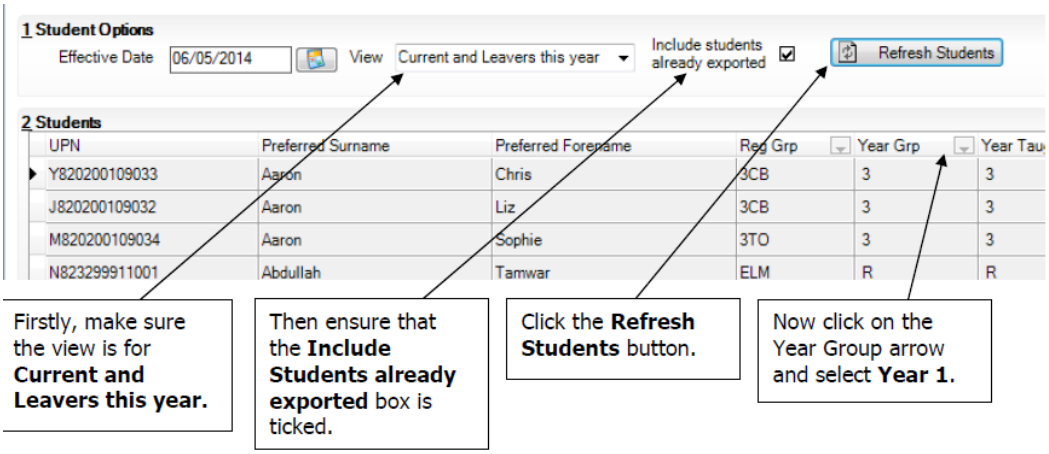
CTF Export Directory _____

If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS directory is. This will probably be: C:\Program Files\SIMS\CTF\CTFIN.
If you make any changes, please remember to **Save** before **Closing**.

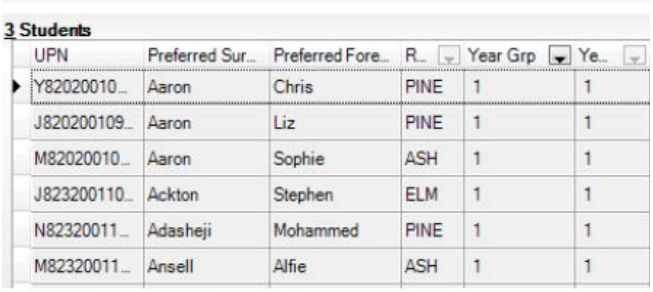
You now need to select which pupils to transfer results for.

Go to **Routines / Data Out / CTF / Export CTF** and the screen below will appear:





Your Year 1 **current** pupils will now be filtered as shown below:



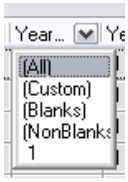
To transfer results to Medway:

- Left click once in the **Destination LA** box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the **Destination LA** box for the first pupil.
- Scroll down the list of LAs until you find **Medway**, the list should be in alphabetical order.
- Click on **Medway** and all pupils should now have this destination.
- The Destination School column does not need completing

Now, scroll down the list to check that ALL pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen may have been assigned a different destination or no destination at all. If so, click on the down arrow for each pupil and select manually.

<u>Your Year 2 pupils will now need to be added to this list.</u>

Click in the Year Group column header and change the selection back to **All** as shown below.



Click on the **Year Group** arrow and select Year 2. This will filter all your **current** Year 2 pupils.

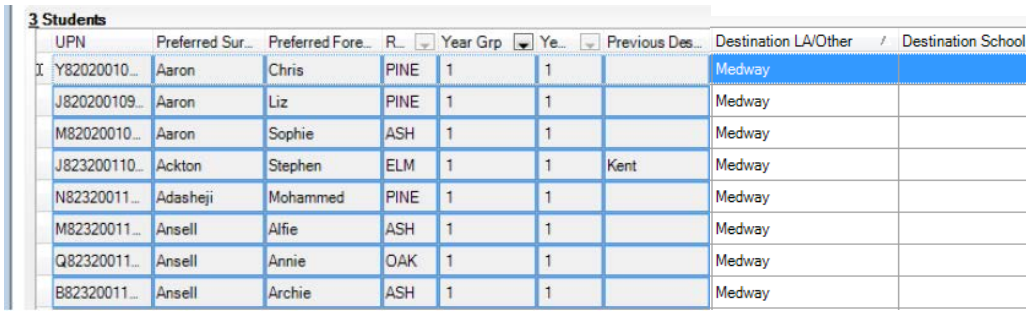
As for Year 1, to transfer results to Medway:

- Left click once in the **Destination LA** box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the **Destination LA** box for the first pupil.
- Scroll down the list of LAs until you find **Medway**, the list should be in alphabetical order.
- Click on **Medway** and all pupils should now have this destination.
- The Destination School column does not need completing

Now, scroll down the list to check that ALL pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen may have been assigned a different destination or no destination at all. If so, click on the down arrow for each pupil and select manually.

Please Note - Do not attach a destination LA for any pupils who you do not have assessments for.
For example, if new pupils have joined your school AFTER the Phonics Screening test week, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

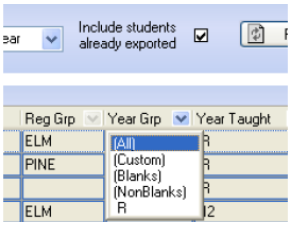
When you have added the Destination LA for your current Year 1 and 2 pupils, your screen should resemble the one shown below:



UPN	Preferred Sur...	Preferred Fore...	R...	Year Grp	Ye...	Previous Des...	Destination LA/Other	Destination School
Y82020010...	Aaron	Chris	PINE	1	1		Medway	
J820200109...	Aaron	Liz	PINE	1	1		Medway	
M82020010...	Aaron	Sophie	ASH	1	1		Medway	
J823200110...	Ackton	Stephen	ELM	1	1	Kent	Medway	
N82320011...	Adasheji	Mohammed	PINE	1	1		Medway	
M82320011...	Ansell	Alfie	ASH	1	1		Medway	
Q82320011...	Ansell	Annie	OAK	1	1		Medway	
B82320011...	Ansell	Archie	ASH	1	1		Medway	

If you have had any pupils leaving your school during, or after, the Phonics Screening test week, you must also return these assessments to us. If this does not apply to your school please continue with these notes from Export CTF.

To add the **leavers** to the file click in the Year Group column header and change the selection back to **All** as shown below:



Then click in the Year Group column header again and select the **(1)** or **(2)** year group. The brackets round the year group signify that the pupil/s have left.

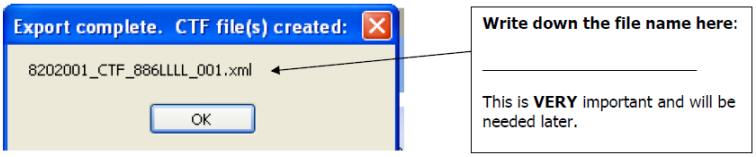
Add **Medway** into the Destination LA box for these pupils the same way as before. Once completed click in the Year Group header again and change the year back to **All**. You will now notice that all pupils relevant to Year 1 and 2 have Medway listed in the Destination LA box.

When all the relevant pupils have been selected, scroll to the bottom of the screen.
To complete the CTF process, click the **Export CTF** button.

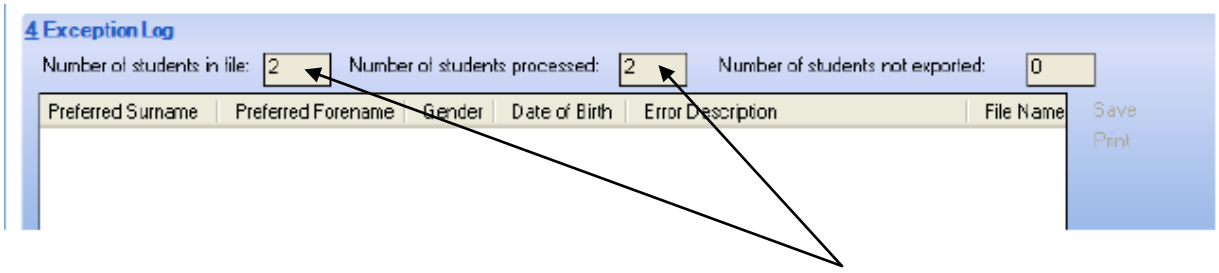
The CTF process may take some time, and a blue revolving circle will appear as a "working" symbol.

Error messages will be shown in the status bar (bottom left). If it stops without an Export complete box, there may have been an error with the CTF directory, if so go back to the start of this section, and re-configure the CTF directory.

When the Export CTF process has been completed, a dialogue box will appear:


Export complete. CTF file(s) created:
8202001_CTF_886LLLL_001.xml
OK
Write down the file name here:
This is VERY important and will be needed later.

Click on **OK** once you have written the file name down.



An Exceptions Log will now appear. Please make sure that the **Number of students in file** matches the **Number of students processed**, and that it is what you were expecting from you original documentation. The **Number of students not exported** should be **0.** If not, go back and check your **User Defined Group**.

All errors relating to UPNs or Year 1 or Year 2 Phonics Screening must be resolved in SIMS, (UPN's) or Assessment Manager, and a new CTF created.

Once a correct CTF file has been produced you can exit SIMS.
The file(s) now needs to be renamed and sent to Performance and Intelligence (C&A).

9. Renaming the file and sending it to Performance and Intelligence (C&A)

Using Windows Explorer/File Manager, go to your CTF Export directory (as detailed at the top of section 6). Your computer will have stored the CFT export as an XML file consists of the following:

The first 7 digits are your school's LA and DfE Number
CTF states that it is a Common Transfer File
887LLLL states that the destination of the CTF is Medway (LA DfE Number 887)
001 in this case states that this the first version of this file
xml is the file extension

Performance and Intelligence (C&A) will be receiving many CTFs this summer; in the form of FSP, Phonics and Key Stage 1. We therefore request that the name of these files is changed to reflect the contents.

To change the name you will need to locate the correct file, right click and select **Rename**, then change the letters CTF to PHON as shown below:

From	To
8875001_**CTF**_887LLLL_001.xml	8875001_**PHON**_887LLLL_001.xml

This will distinguish the file as being your school's Phonics file; it will not alter any data within the file.

You will now need to encrypt this data and password protect the file using 7-zip,. We suggest you use the same password as your Persistent Absence data. Alternatively you can pick another password, but please be sure to tell us what you are using (but NOT in the same email).

If you do not already have 7zip software, please click on the link below to download it:
http://www.medway.gov.uk/educationandlearning/informationforschools/schoolleadership/managementinformation/guidancenotes.aspx

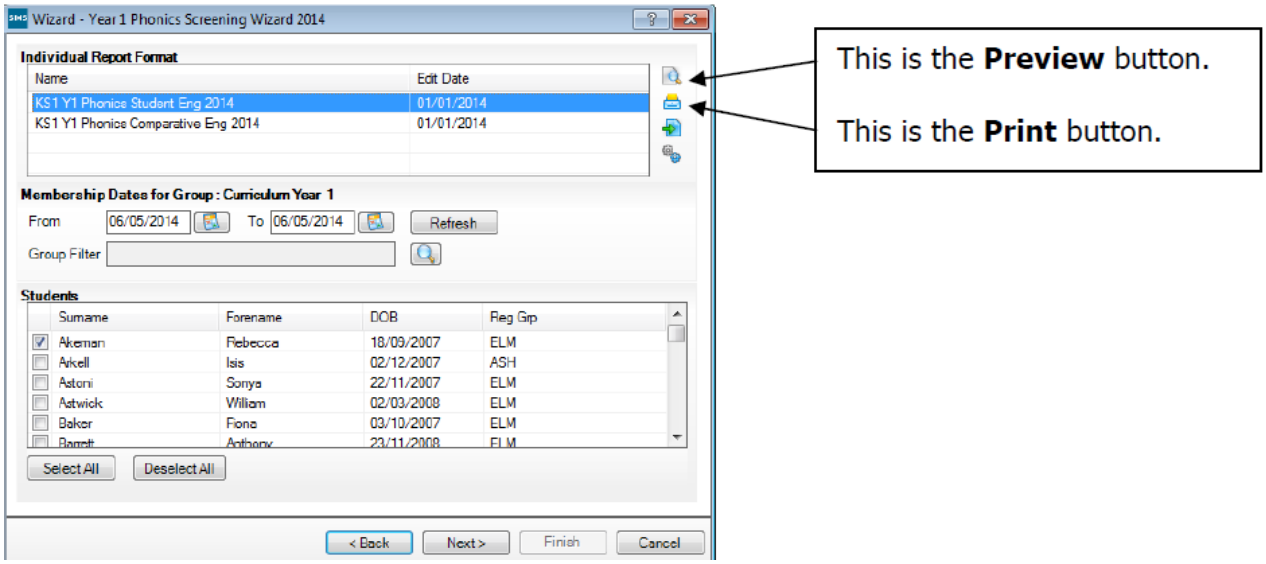
The XML file then needs to be attached to an email and sent to Performance and Intelligence (C&A) via the email address maninfo@medway.gov.uk by no later than **Tuesday 1 July 2014**.

10. Reports

Within the Phonics Wizard there is a facility to produce reports and compare them to the previous years National results.

To access the reports click on **Tools** / **Performance** / **Assessment** / **Wizard Manager**.
Click on **Year 1 or 2 Phonics Screening Wizard 2014** and then **Next**
Check that the correct year group, or the correct user defined groups are selected – then click **Next** twice.

The report screen is displayed as shown below.



There are 2 reports you can print or preview:

- KS1 Y1 (or Y2) Phonics Students Eng 2014 - Individual pupil reports with mark and grade.
- KS1 Y1 (or Y2) Phonics Comparative Eng 2014 - School report for boys, girls, and all pupils with 2013 National Comparative data

The Student Report

If you want to print all the pupils at once, click on the Select All button. All pupil boxes will now be ticked. Click on the Print button **once**.

If you want to preview the report, make sure that just **one** pupil box is ticked then click on the Preview button **once**.

The School and National Report (Comparative)

Make sure only **one** pupil is "ticked". Click on the KS1 Y1 Phonics Comparative Eng 2014 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school and the 2013 National results by gender and all pupils.

You may choose to print one or multiple copies of ether report by setting the number of copies required on the print manager screen.

When you have finished printing and/or previewing reports click on the **Cancel** button to exit the wizard.